Colorado Department of Human Services Domestic Violence Program

Data Reporting Webinar FY 2014



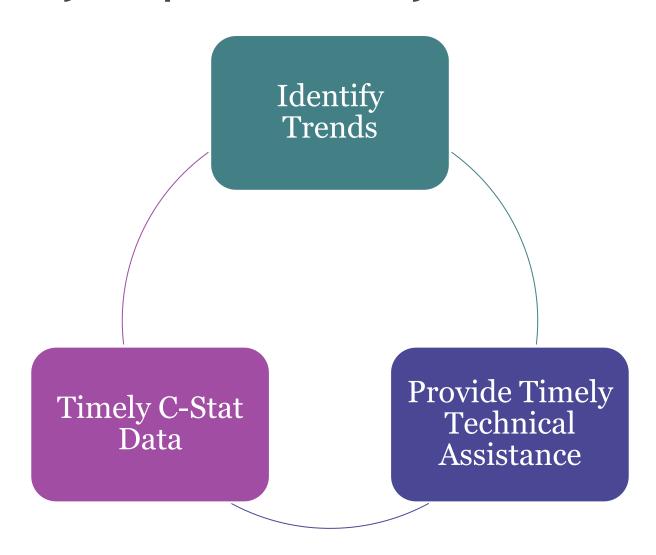
DVP Staff

- Ruth M. Glenn, Director
 - Responsible for overall program management and direction.
 - Contact: (303) 866-2855 (<u>Ruth.Glenn@state.co.us</u>)
- Shelly Marquez, Administrative Assistant
 - Responsible for administrative support and processing reimbursement requests.
 - Contact: (303) 866-3150 (Shelly.Marquez@state.co.us)
- Chelsea Baldwin, Coordinator
 - Responsible for coordinating site visits, compliance, and data reports.
 - Contact: (303) 866-3408 (<u>Chelsea.Baldwin@state.co.us</u>)
- Brooke Ely-Milen, Specialist
 - Responsible for administering DVP budget and coordinating child welfare collaboration.
 - Contact: (303) 866-3321 (<u>Brooke.ElyMilen@state.co.us</u>)

Monthly Reporting Requirements



Monthly Reports - Why?



What is to be Collected Monthly?

Residential

- New Adult Clients
- Exiting Clients
- Average Length of Stay
- Survey Distribution
- Return Rate
- FVPSA Outcomes
 - Increased Strategies for Enhancing Safety
 - Increased Knowledge of Community Resources

Non-Residential

- New Adult Clients
- Clients that have attended three sessions/meetings
 - For Individual Counseling and Advocacy ONLY
- Survey Distribution
- Return Rate
- FVPSA Outcomes
 - Increased Strategies for Enhancing Safety
 - Increased Knowledge of Community Resources

Monthly Reports

Residential Reporting Requirements

New/Unduplicated Adults	Women, Men & Non-Specified Gender adults served in the month
Total Leaving Shelter	How many adults left shelter during the month
Average Length of Say	Average length of time a clients is in shelter for clients that have exited during the month
Number of Surveys Distributed	Surveys should be distributed to clients a few days before exiting
Distribution Rate – Goal 80 %	Surveys Distributed / Total Leaving Shelter
Number of Surveys Returned	The number of surveys completed and returned to the program
Return Rate – Goal 65 %	Number of Surveys Returned / Number of Surveys Distributed

Monthly Reports - Cont.

Non-Residential Reporting Requirements – Individual Counseling and Advocacy

New/Unduplicated Adults	Women, Men & Non-Specified Gender adults served in the month
Number of Clients that have Attended at Least Three Meetings/Sessions	How many clients have attended at least three meetings/sessions
Number of Surveys Distributed	Surveys should be distributed to clients after at least three meetings/sessions
Distribution Rate – Goal 80 %	Surveys Distributed / Number of clients that have attended at least three meetings
Number of Surveys Returned	The number of surveys completed and returned to the program
Return Rate – Goal 65 %	Number of Surveys Returned / Number of clients that have attended at least three meetings

Monthly Reports - Cont.

Non-Residential Reporting Requirements – Support Groups

New/Unduplicated Adults	Women, Men & Non-Specified Gender adults served in the month
Number of Surveys Distributed	Surveys should be distributed to clients on a monthly basis
Distribution Rate – Goal 90 %	Surveys Distributed / Number of clients that have attended at least three meetings
Number of Surveys Returned	The number of surveys completed and returned to the program
Return Rate – Goal 75 %	Number of Surveys Returned / Number of clients that have attended at least three meetings

Monthly Reports - Cont.

Reporting Requirements – Outcomes

Number of Survivors Who Increased Their Strategies for Enhancing Their Safety

Percentage of Survivors Who Increased Their Strategies for Enhancing Their Safety – Goal 90%

Number of Survivors Who Increased Their Knowledge of Community Resources

Percentage of Survivors Who Increased Their Knowledge of Community Resources – Goal 90%



Quick Quiz!

When should you distribute surveys for clients in Non-Residential Individual Counseling and/or Supportive Services/Advocacy?

- a. During Intake
- b. After three meetings/sessions
- c. After they have been receiving services for six months
- d. Never



Quick Quiz!

If you have 15 new adult clients in residential services and 10 adult clients leave, how many clients should you distribute surveys to?

- a. 15
- b. 5
- c. 10
- d. 8

?

Quick Quiz!

The two FVPSA Outcomes are:

- a. The Number of Survivors Who Increased Their Strategies for Enhancing Their Safety & The Number of Survivors Who Increased Their Knowledge of Community Resources
- b. The Number of Survivors Who Feel Less Alone in Their Experience & The Number of Survivors Who Know More About Their Rights and Options
- c. The Number of Survivors Who Know More About Their Rights and Options & The Number of Survivors Who Are More Confident That They Will Achieve Their Goals

Reporting Form

• DVP will email the Data Report Contact (from your Contact Form) about the reporting form before October 1 with instructions



Due Dates - 20th of the Following Month

Month	Due Date
October	November 20, 2013
November	December 20, 2013
December	January 20, 2013
January	February 20, 2013
February	March 20, 2013
March	April 20, 2013
April	May 20, 2013
May	June 20, 2013
June	July 20, 2013
July	August 20, 2013
August	September 20, 2013
September	October 20, 2013

Quarterly Reporting Requirements



Quarterly Reports - Why?

FVPSA requires demographic and service data DVP will be able to check data quarterly

DVP can provide
TTA to programs on
any issues during
the contract year

What Data Will be Collected Quarterly?

- Community Involvement
 - Volunteers
 - Presentations
- Crisis Intervention Phone Calls
- Shelter Occupancy
- Client Type
- Client Contacts
- Demographics
 - Age
 - Race/Ethnicity
 - Underserved Populations
 - Relationship Type

Goals and Objectives

 These are the Goals and Objectives that were identified in your application (via the Logic Model)

Due Dates - 20th of the Following Month

Quarter	Due Date
Quarter 1: October 1, 2013 – December 31, 2013	January 20, 2014
Quarter 2: January 1, 2014 – March 31, 2014	April 20, 2014
Quarter 3: April 1, 2014 – June 30, 2014	July 20, 2014
Quarter 4: July 1, 2014 – September 30, 2014	October 20, 2014

A Quick Refresher

How to Count Data



Miscellaneous

- Count all domestic violence-related services, even those not funded by DVP
- Do not count transitional housing client data
- Only count the children of victims if a domestic violence-related service was actually provided directly to them

Community Involvement



Volunteers

- All volunteers are "NEW" on October 1, 2013
- Volunteers should also be counted as "NEW" for the quarter they begin volunteering
- Be sure to count board members as volunteers
 - This includes their hours

Presentations

- Community Education
- Youth Targeted Community Education
- Community Awareness



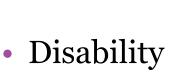
Occupancy

Are you turning people away from shelter?

Why are they being turned away?

Occupancy -Unmet Requests Definitions

- Family too Large
- Substance Abuse/Intoxication
- Unsafe Location
- No Funding for Motel Voucher
- Mental Health Concerns
- Domestic Violence Not Imminent





- Language Barrier
- Not Domestic Violence
- Lack of Transportation
- Other



New Clients

- ALL clients are "NEW" beginning October 1, 2013
- All clients are considered "NEW" for the month they first receive services

The "NEW" category gives an UNDUPLICATED

count of victims served

Client Contacts

- The number of services provided to a particular client in any given quarter
- Types of Client Contacts
 - Individual Support Services, Advocacy, and/or Counseling
 - Group Counseling

Demographics



- Age
 - Must equal the total number of new clients
- Race/Ethnicity
 - May be equal to or greater than the total number of new clients
- Underserved Populations
 - Only applies to new clients that fall into the categories
- Relationship Type
 - Must equal the total number of new ADULT clients

Common Data Reporting Mistakes

- The Age Category does not match the Total Number of Clients Served
- The Race/Ethnicity Category is less than the Total Number of Clients Served
- Children are counted in the Relationship Type Section



Quick Quiz!

You have **10** Board members and **20** volunteers who were new the 4th quarter of 2012. In addition, you have completed a volunteer training with **15** participants. How many new volunteers would you have the 1st quarter of FY14?

- a. 15
- b. 30
- **c.** 45
- d. 10



Quick Quiz!

If a victim calls the hotline and requests the number for the food bank, how would you classify this call? (Assume this is the only purpose of the call.)

- a. Crisis Call
- b. Information/Referral
- c. Not counted
- d. A and B

Data Reporting Guide

In development now and will be released before October 1, 2013

The Guide will be emailed to everyone on the contact forms and posted on DVP's Website: www.colorado.gov/cdhs/dvp

Annual Reporting Requirements



Annual Report

- A form to complete Narrative Questions will be provided and sent to the Data Report Contact Person listed on the DVP Contact Form
- The report will be due October 31, 2014
- It will include the following elements
 - Narrative Questions
 - Other data as requested by DVP

Narrative Questions

- These questions are identified through FVPSA reporting requirements
- Be thorough in your responses
- Information may also be used in the DVP Annual Report

Backup Documentation for Data Reporting

TANF Eligibility

- TANF eligibility (not cash assistance)
 - Must have a child but do not have to be the primary parent
 - Must make less than \$75,000 per year
- Affidavit affirming eligibility
- Program is responsible for maintaining verification in case of a site visit/audit

Case File

- Program is responsible for maintaining client files.
 DVP will review case files during sites visits
- Elements include:
 - Intake form
 - TANF Eligibility
 - Safety Plan
 - Information and Referrals Provided
 - Types of Services provided
 - Releases of Information
 - Notification of Grievance Policy

Other backup

- Hotline Log
- Copies of surveys
- Data tracking systems/processes

Questions, Comments, Thoughts?